UTAH RTAP APPLICATION GUIDELINES

I.   PROGRAM GOALS

To further the development of the skills and abilities of persons involved in providing community passenger service to the state's population.

To provide funding for qualified individuals to attend/receive national, state, and local transit training and educational programs.

To encourage the development of professional networks among Utah transportation providers and providers nationwide.

II.   ELIGIBILITY

Utah multiple occupancy surface vehicle transportation providers. Training of drivers, dispatchers, managers, and mechanics is encouraged. <u>Rural and Small Urban providers will receive preference</u>.

III.   FUNDS ADMINISTRATION
<u>Amounts</u>

Funds are categorically available to individuals and organizations on a **reimbursement basis**. Requests for same training opportunities will be accepted singular, either for "Individual" or "Organization" funding, **not both**. The following describes categorical limits respective of individual and organization groups:

<u>**INDIVIDUAL**</u>
Category A: $751 to $1,500
Category B: $251 to $750
Category C: less than $250

Funding in excess of $1,500 will **not** be approved for "Individual" applications. The funding will cover 100% of the total eligible expenses as defined in this document, up to the approved maximum.

No person will receive more than one (1) Category A funding, two (2) Category B funding, or six (6) Category C funding in any 12-month period. Requests for funding to repeat same training are ineligible, as are attendance to overlapping workshops, seminars and any other training events.

<u>**ORGANIZATION**</u>
Category A: $3,001 - $6,000
Category B: $2,001 - $3,000
Category C: $1,501 - $2,000

Funding will normally be for multiple individual requests, which collectively is a lump sum amount. No organization will receive more than one (1) Category A funding, two (2) Category B funding, or three (3) Category C funding in any 12-month period.

Eligible Training

Courses, seminars, workshops, and conferences with subject matter applicable to the community transportation industry. The training delivered by a third party can be in-house, in-state, or out-of-state. Training materials such as videos, workbooks, books, etc., are also eligible for purchase, especially if these materials can be shared with other organizations.

Selection Process

Applications will be reviewed annually by the RTAP Coordinator and Committee Members. Applications will be evaluated on the basis of:

(1)   available program funds,
(2)   applicant eligibility,
(3)   conference/training eligibility,
(4)   funding category, and
(5)   value to a community, individual, agency, and peers.

The RTAP Coordinator and RTAP Training Selection Committee will approve or disapprove the application in writing within two (2) weeks from the date of review. Expenditure of approved funding is required within fourteen (14) months of approval date.

Application Source

The RTAP Funding Application Form can be obtained from and must be submitted to:

Tumau La'Ulu
RTAP Coordinator
Utah Department of Transportation
Program Development
Box 143600
Salt Lake City, UT 84114-3600

A brochure or other descriptive information must accompany the application.

The application must be received by the RTAP Coordinator at least thirty (30) days prior to the RTAP Selection Committee Review.

Eligible Expenses

Registration, lodging, travel expenses, required course training materials, and those meals not covered by the registration are eligible for reimbursement.

Gratuities and tips are not reimbursable.

The maximum allowable reimbursement for meals not covered by the registration fee will be as follows:

In-State:		**Out-of-State:**	
Breakfast	*$ 5.00*	*Breakfast*	*$ 8.00*
Lunch	*$ 7.00*	*Lunch*	*$ 9.00*
Dinner	*$14.00*	*Dinner*	*$17.00*
Total Per Day:	***$26.00***	***Total Per Day:***	***$34.00***

Lodging in excess of the training/conference site rate is not eligible for reimbursement.

Incidental Ground Transportation and Parking Expenses include taxi/shuttle or bus fares (from airport to hotel and back) and parking or storage of vehicle at origin airport. **ORIGINAL RECEIPTS with actual costs must be submitted for reimbursement.** The maximum reimbursement for ground transportation is twenty dollars ($20.00).

Requests for reimbursement are due in the RTAP Coordinators office **5 (FIVE)** *WORKING DAYS UPON COMPLETION OF TRAINING/CONFERENCE*.

Requests for Reimbursement Must Include (when applicable):

Detailed Expense Information Including;

(1)   copy of funding approval letter,

(2)   copy of paid registration fees (canceled check/original receipt of paid fees & form of payment at conference),

(3)   original airline itinerary and passenger ticket stub,
        (RTAP Coordinator must book your flight through State Morris Travel (801)964-4508)
        You will need to provide dates and times at least 30 days prior to leaving,

(4)   original hotel bill with list of daily charges,

(5)   shuttle, taxi, bus receipt(s) for services from airport to hotel and back,
        (receipt(s) **must be original** *and list dates of service)*

(6)   original storage or airport parking,

(7)   copy of the conference/training agenda,

(8)   completed conference/training evaluation report

The attendee must submit a report (suitable for newsletter publication) and evaluation of the conference/training along with the request for reimbursement. The report will summarize the information and experience gained at the conference/training and its value in the performance of the person's job duties. The evaluation will be used to determine the appropriateness of subsequent funding to the same or similar training sessions reimbursement and conference/evaluation forms will be sent with the letter approving funding.

FEDERAL TRANSIT ADMINISTRATION SECTION 5311(b) FUNDING
RURAL TRANSIT ASSISTANCE PROGRAM (RTAP)
APPLICATION (Part One)

Please Print   [Please answer questions "yes" or "no" with specific explanations. N/A is unacceptable]

APPLICANT INFORMATION   [Q4]

Agency/Organization/Individual _____

Director Name _____

Address _____

_____Telephone _____

_____Fax _____Name of

Attendee(s) *(attach listing for multiple attendees)* _____   _____

_____Title/Position: _____

_____

PROGRAM INFORMATION   [Q6]

Name of Program _____

Date_____ Location_____

Sponsor_____Is

training not generally available or only available from a single source?_____

_____

What responsibilities does your organization have for providing transit in the small urban   [Q3]
 and/or rural areas (under 50,000 population)?

_____

_____

_____Organizational

and financial need for training (have there been changes in the agency, personnel, services, regulations, funding)?

_____

_____

_____

Reason for funding request and expected benefits: [Q1-2]

_____

_____

_____

_____

How will information learned be shared?   [Q5]

_____

_____

List names of any conference/training programs that have been attended by you and/or your   [THQA/B]
 agency personnel using Utah RTAP funds (please list name of attendee(s) and date attended):

_____

_____

_____

FEDERAL TRANSIT ADMINISTRATION SECTION 5311(b) FUNDING
RURAL TRANSIT ASSISTANCE PROGRAM (RTAP)
APPLICATION (Part Two)
"BUDGET INFORMATION"

Please Print

Estimated Expenses Per Person

1.   Registration Fee/Tuition: $ _____

2.   Required Training Materials $ _____

3.   Lodging:

 _____ nights at $ _____ each $ _____

 Is this a special conference/training rate?   **9** Yes **9** No

4.   Travel Costs:

 Air Fare [*must be made through Morris State Travel*] $ _____

 Ground Transportation [*taxi, shuttle, bus, airport to hotel & back*] $ _____

 Parking/Storage of Vehicle [*at airport origin*] $ _____

5.   Meals covered by registration: [*check agenda for approx. meals per day*]

 Breakfast _____ Lunch _____ Dinner _____

 Total Meals $ _____

6.   Estimated Expenses [*per person*] $ _____

7.   Total Estimated Expenses [*#6 $ amt. x attendees**] $ _____

8.   Other Expenses [*define*] $ _____

9.   **TOTAL EXPENSES** **$ _____**

Submitted by: _____ Date _____ 19 ___
 Name (please print)

 _____
 Signature

*Propose _____ Persons attend/participate this training.

FEDERAL TRANSIT ADMINISTRATION SECTION 5311(b) FUNDING
RURAL TRANSIT ASSISTANCE PROGRAM (RTAP)
"REQUEST FOR REIMBURSEMENT"

Please Print

Agency/Organization/Individual_____

Address_____

Name of Attendee(s) *(attach listing for multiple attendees)*_____

Program Attended_____Date(s)_____

Location_____Sponsor_____

Reimburse to_____

1.   Leave Dates & Times

      Date_____ Time_____ From_____ To_____

      Date_____ Time_____ From_____ To_____

2.   Registration Fee/Tuition: $_____

3.   Training Materials $_____

4.   Lodging: _____ nights at $_____ each $_____

5.   Air Fare $_____

6.   Ground Transportation [*taxi/shuttle/bus*] $_____

7.   Parking/Storage of Vehicle [*at airport origin*] $_____

8.   Meals Covered by Registration:

      Breakfast _____ Date(s) _____
      Lunch _____ Date(s) _____
      Dinner _____ Date(s) _____

9.   Meals **not** Covered by Registration:

      Breakfast _____ Date(s) _____
      Lunch _____ Date(s) _____
      Dinner _____ Date(s) _____

      Total Meals [*entry by program coordinator*] $_____
10.   Other Expenses [*define*] $_____
11.   **TOTAL REIMBURSABLE EXPENSES**   **$_____**

Submitted by_____ Date _____ 19____
                                Signature

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM / SUBMIT WITHIN 5 WORKING DAYS
Allow 30 days for processing.

FEDERAL TRANSIT ADMINISTRATION SECTION 5311(b) FUNDING
RURAL TRANSIT ASSISTANCE PROGRAM (RTAP)
"CONFERENCE/TRAINING EVALUATION REPORT"

Please Print

Name of Agency/Organization_____

Name of Attendee_____

Name of Conference/Training Program_____

_____Date(s)

Held_____

Location_____

Sponsor_____

1.   Briefly describe the topic or theme and the content of the conference/training program, and note specific workshops, panel discussions, conference sessions, etc. that you attended. Please attach a copy of the conference or training program agenda.

_____ __

_____ _____

_____ _____

_____

2.   How does the information or experience you gained relate to your job duties? How valuable will it be to your performance of those duties?

_____ __

_____ _____

_____ _____

_____

3.   How would you rate the program in terms of the substantive information presented?

_____ Invaluable

_____ Very Useful

_____ Useful

_____ Slightly Useful

_____ Not at all Useful

-over-

7

4. How would you rate the program as an opportunity to meet and communicate with your peers in the transit industry?

    _____ Invaluable

    _____ Very Useful

    _____ Useful

    _____ Slightly Useful

    _____ Not at all Useful

5. How do you plan on sharing the training learned?

    _____

    _____

6. Would you recommend attendance at this program in the future for other persons involved in rural passenger transportation?

    _____ Yes

    _____ No

7. Why or why not?

    _____

    _____

    _____

    _____

    _____

    _____

    _____ *Send to:*

Tumau La"Ulu
RTAP Coordinator
Utah Department of Transportation
Program Development
Box 143600
Salt Lake City, UT 84114-3600

UTAH RTAP APPLICATIONS
SCORING WORKSHEET

Threshold Questions: A "no" response to any of these questions will disqualify the application.

      (a)   Has an eligible agency/individual submitted a project?

      (b)   Is the project eligible for RTAP funding?

Scoring Criteria: (Lower-worst; Higher-best. Total points possible is 100)

Point
Range

0-20	1.	The benefit of the project to transportation agency customers.
0-20	2.	The benefit of the project to the community.
0-25	3.	The organizational and financial need for the project (has there been changes in the agency, personnel, services, regulations, or funding).
0-15	4.	The stability of the organization will be enhanced by the project. Is the training going to be vested in an individual or generally provided to the organization?
0-10	5.	How will information learned be shared to other agencies.
0-10	6.	Training that is not generally available or may be only available from a single source.

Bonus Criteria

      A.   Is this project unique or innovative? (Up to 5 points)

      B.   What is an overall assessment of the application? Is the request clear? (Up to 5 points)

      C.   Has this agency/individual received RTAP funding in the last two years? (Add 5 points for "no" answer, subtract 5 points for "yes" answer)

      *N/A is unacceptable subtract 5 points

UTAH RTAP APPLICATIONS SCORING TOTALS

FFY _____

Total Funds Available $ _____

($1500) = maximum allowed   FFY= federal fiscal year

	Applicant	Project/Training Project Year	($$) Amt. Req.	Threshold (a)(b)?	[Q1] Benefit to Cust.	[Q2] Benefit to Agency	[Q3] Org. & Fin. Need	[Q4] Stability of Train. In Org.	[Q5] How info is shared	[Q6] Avail-ability	[A] BONUS Unique/ Innov.	[B] BONUS Overall Assess-ment	[C] BONUS RTAP Funding Rec'd.	Ttl Pts	Priority Rating
				Yes/No	0-20	0-20	0-25	0-15	0-10	0-10	0-5	0-5	+ or -5		
RURAL AREA APPLICANTS															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
SMALL URBAN APPLICANTS															
11															
12															
URBAN AREA APPLICANTS															
13															
14															

*Total points possible are one-hundred (100)   *Bonus points possible are fifteen (15)